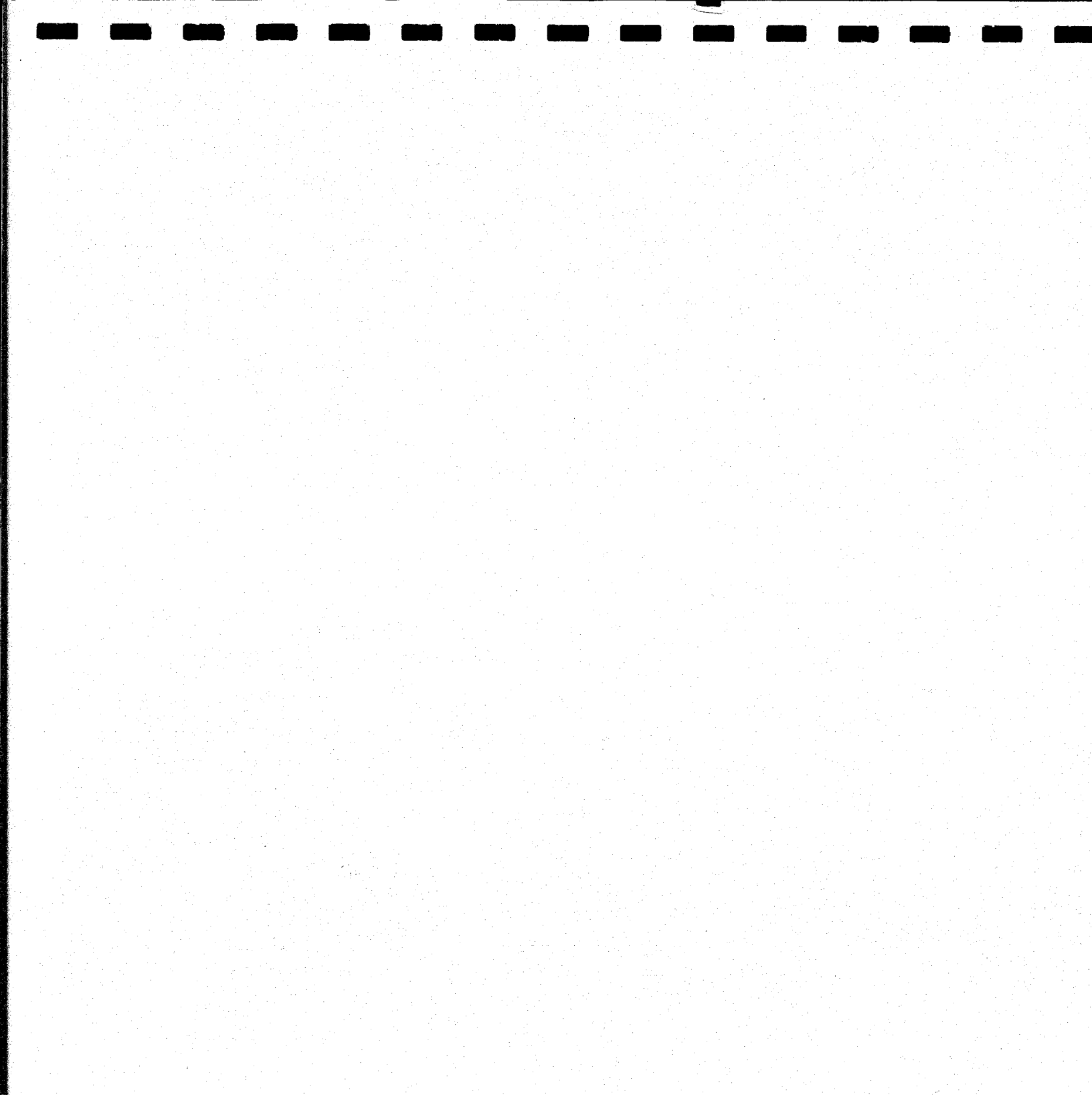


**WORKING
CAPITAL
FUNDS**



WORKING CAPITAL FUNDS SUMMARY

<u>Account Classification</u>	<u>Actual 1980</u>	<u>Budget 1981</u>	<u>Budget 1982</u>
Personal Services	\$1,256,456	\$1,554,529	\$1,876,841
Contractual Services	558,268	882,656	908,532
Commodities	2,184,651	2,805,230	2,752,096
Capital Outlay	453,314	1,124,660	1,392,080
Other	258,180	547,757	801,809
TOTAL	\$4,710,869	\$6,914,832	\$7,731,358

<u>Division/Activity</u>	<u>Actual 1980</u>	<u>Budget 1981</u>	<u>Budget 1982</u>
Central Data Processing	\$ 927,876	\$1,108,465	\$1,241,162
Stationery Stores, Microfilming, Duplicating	862,116	1,206,416	1,262,753
Equipment Maintenance	1,525,091	2,188,746	2,687,197
Official Motor Pool	1,073,860	1,835,660	1,778,878
Central Maintenance Services	--	270,109	247,001
Park Equipment Maintenance	321,926	305,436	514,367
TOTAL	\$4,710,869	\$6,914,832	\$7,731,358

NOTE: The budget totals shown above for each working capital activity do not include contingent expenditure accounts not supported by currently-budgeted revenues shown as expenditures in operating departments.



FUND WORKING CAPITAL	610	DEPARTMENT ADMINISTRATION	40	DIVISION CENTRAL DATA PROCESSING	740	ACTIVITY	50000
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CENTRAL DATA PROCESSING FUND SUMMARY

	Actual 1980	Estimated 1981	Estimated 1982
Unencumbered Cash Balance, January 1	\$ 310,183	\$ 385,512	\$ 248,538
<u>REVENUES</u>			
Data Processing Services	\$1,000,926	\$ 971,441	\$ 992,624
Other	2,278	50	--
Subtotal	\$1,003,204	\$ 971,491	\$ 992,624
Contingent Data Processing Services	--	222,095	200,000
Total Revenues	\$1,003,204	\$1,193,586	\$1,192,624
Total Revenues and Cash Balance	\$1,313,387	\$1,579,098	\$1,441,162
<u>EXPENDITURES</u>			
Data Processing Operations	\$ 927,875	\$1,108,465	\$1,241,162
Contingent Data Processing Operations	--	222,095	200,000
Total Expenditures	\$ 927,875	\$1,330,560	\$1,441,162
Unencumbered Cash Balance, December 31	\$ 385,512	\$ 248,538	\$ --

FUND	610	DEPARTMENT	40	DIVISION	740	ACTIVITY	50000
WORKING CAPITAL		ADMINISTRATION		CENTRAL DATA PROCESSING			

BUDGET COMMENTS

The 1981 adopted budget represents an increase of \$132,697 (12.0 percent) over the 1980 budget.

Personal Services have increased 18.2 percent due to reversal of the past high turnover and vacancy situations, merit increases, the position reclassifications noted on the opposite page, 27th pay period, and the salary improvement.

Contractual Services have increased 7.2 percent, largely due to price inflation.

Commodities have decreased 3.2 percent due to various economies.

Capital Outlay budgeted includes (1) six (6) replacement desks, and (2) six (6) replacement office chairs.

ACCOUNT CLASSIFICATION		ACTUAL 1980	BUDGET 1981	BUDGET 1982
PERSONAL SERVICES				
110 Salaries & Wages		\$438,610	\$ 555,243	\$ 656,059
TOTAL PERSONAL SERVICES		\$438,610	\$ 555,243	\$ 656,059
CONTRACTUAL SERVICES				
210 Utilities		\$ --	\$ --	\$ --
220 Communications		6,003	7,259	6,822
230 Transportation		5,502	11,500	9,500
240 Advertising		3	74	74
250 Insurance		--	--	--
260 Dues and Subscriptions		406	2,265	4,231
270 Professional Services		5,567	29,000	31,900
295 Other Contractual Services		412,416	433,303	465,774
TOTAL CONTRACTUAL SERVICES		\$429,897	\$ 483,401	\$ 518,301
COMMODITIES				
310 Office Supplies		\$ 56,918	\$ 63,727	\$ 62,098
320 Clothing and Linen		--	--	--
330 Food, Drugs & Chemicals		--	--	--
340 Opr. Supplies - Buildings & Improvements		--	--	--
350 Repair Parts - Buildings & Improvements		--	--	--
360 Operating Supplies - Equipment		--	--	--
370 Repair Parts - Equipment		326	854	544
390 Minor Apparatus and Tools		--	240	80
TOTAL COMMODITIES		\$ 57,244	\$ 64,821	\$ 62,722
CAPITAL OUTLAY				

FUND	610	DEPARTMENT	40	DIVISION	740	ACTIVITY	50000
WORKING CAPITAL		ADMINISTRATION		CENTRAL DATA PROCESSING			
WORK PROGRAM							
The Data Processing Division maintains and processes data for various City operating and staff departments, so that these departments can more efficiently and effectively deliver services to citizens. The division seeks to eliminate duplication of effort in recording and reporting of data.							
The central data processing facility is staffed 24 hours a day, seven days a week. The IBM 4341 central processing unit (CPU), associated disc and tape storage units, printers and other peripheral equipment at the central facility are linked to remote cathode ray display tubes (CRTs) and printers located in operating and staff departments in order to allow operation of online, teleprocessing systems.							
During 1981 the Programmer classification was reclassified to the Programmer I and Programmer II classifications. One Data Entry Operator II position was also reclassified to a new Data Entry Supervisor classification.							
POSITION TITLE	EMPLOYEES			1982 EMPLOYMENT RANGE	BUDGET	BUDGET	
	BUDGET 1980	BUDGET 1981	BUDGET 1982		1981	1982	
Data Processing Director	1	1	1	635	\$ 29,390	\$ 34,144	
Systems Analyst	6	6	6	631	140,336	161,883	
Programmer/Analyst	5	5	5	628	95,765	110,536	
Computer Operations Supervisor	1	1	1	626	16,485	18,658	
Programmer II	0	0	3	626	--	57,264	
Programmer	4	4	0	--	61,506	--	
Programmer I	0	0	1	623	--	17,554	
Computer Machine Operator II	6	6	6	622	84,751	95,331	
Computer Machine Operator I	2	2	2	619	24,617	28,491	
Data Entry Supervisor	0	0	1	619	--	15,052	
Secretary	1	1	1	618/19	12,974	14,969	
Data Entry Operator II	2	2	1	617	26,044	11,792	
Data Entry Operator I	5	5	5	616	58,114	61,910	
Subtotal	33	33	33		\$549,982	\$627,584	
Add: Longevity					3,181	2,468	
Shift Differential - 2nd					832	832	
Shift Differential - 3rd					1,248	1,248	
27th Pay Period					--	23,927	
TOTAL					\$555,243	\$656,059	
Full-Time Equivalent	33	33	33				



FUND	675	DEPARTMENT	40	DIVISION	900	ACTIVITY
WORKING CAPITAL		ADMINISTRATION		STATIONERY STORES/ DUPLICATING/MICROFILMING		50010/50020/50040
<p style="text-align: center;"><u>STATIONERY STORES, DUPLICATING, AND MICROFILMING</u> <u>WORKING CAPITAL FUND</u></p>						
			Actual 1980	Budget 1981	Budget 1982	
Unencumbered Cash Balance, January 1			\$ 37,900	\$ 40,817	\$ 2,917	
<u>Revenues</u>						
Total Sales and Clearing			\$ 594,140	\$ 785,487	\$ 861,626	
Duplicating Services			226,115	288,483	312,460	
Graphic Services			21,664	19,687	--	
Microfilming			23,114	74,859	85,750	
Total Revenues			\$ 865,033	\$1,168,516	\$1,259,836	
Total Revenues and Cash Balance			\$ 902,933	\$1,209,333	\$1,262,753	
<u>Expenditures</u>						
Stores and Clearing Operations			\$ 611,712	\$ 774,318	\$ 832,609	
Duplicating Operations			199,681	263,923	289,629	
Graphic Operations			18,811	21,057	--	
Microfilming			31,912	70,593	78,123	
Contingent Operations			--	76,525	62,392	
Total Expenditures			\$ 862,116	\$1,206,416	\$1,262,753	
Unencumbered Cash Balance, December 31			\$ 40,817	\$ 2,917	\$ --	

FUND WORKING CAPITAL	675	DEPARTMENT ADMINISTRATION	40	DIVISION STORES/ DUPLICATING/MICROFILMING	900	ACTIVITY 50010/ 50020/50040
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BUDGET COMMENTS

The 1982 adopted budget for the Stationery Stores, Duplicating and Microfilming Working Capital Fund represents a \$56,337 or 4.7 increase above the 1981 budget of \$1,206,416. Of the approved expenditures budget, \$62,392 is contingent upon offsetting revenues.

Personal Services have decreased by \$560 or .4%. Although the number of authorized positions in this budget has not changed, the deletion of the Graphics Designer position and the Graphics services formerly provided allows a slight reduction in the Personal Services accounts for 1982. This is possible despite merit salary and longevity pay increases, the salary improvement, and the 27th pay period.

Contractual Services reflect a moderate increase of \$95 or 1%. \$70,400 is budgeted in Account 295, including \$400 for postage meter rental, \$50,000 for lease/purchase payments on the photocopying machines; and \$20,000 to develop a computerized billing system.

Commodities reflect a \$60,400 or 8.9% increase, primarily attributable to the inflated cost of goods and services billed through the clearing account (385).

Capital Outlay for 1982 includes \$20,000 for a new plate making machine in the Duplicating section. An amount of \$210,000 is included for inventory purchases in Stationery Stores.

ACCOUNT CLASSIFICATION		ACTUAL 1980	BUDGET 1981	BUDGET 1982
PERSONAL SERVICES				
110 Salaries & Wages		\$ 109,624	\$ 148,026	\$ 147,466
TOTAL PERSONAL SERVICES		\$ 109,624	\$ 148,026	\$ 147,466
CONTRACTUAL SERVICES				
210 Utilities		\$ --	\$ --	\$ --
220 Communications		1,074	1,145	1,240
230 Transportation		850	850	850
240 Advertising		--	25	25
250 Insurance		--	--	--
260 Dues and Subscriptions		84	120	120
270 Professional Services		702	--	--
295 Other Contractual Services		870	70,400	70,400
TOTAL CONTRACTUAL SERVICES		\$ 3,580	\$ 72,540	\$ 72,635
COMMODITIES				
310 Office Supplies		\$ 2,289	\$ 2,250	\$ 2,750
320 Clothing and Linen		585	600	750
330 Food, Drugs & Chemicals		--	--	--
340 Opr. Supplies - Buildings & Improvements		--	1,000	--
350 Repair Parts - Buildings & Improvements		--	--	--
360 Operating Supplies - Equipment		146,303	170,000	180,000
370 Repair Parts - Equipment		3,363	7,750	8,500
390 Minor Apparatus and Tools		--	75	75
385 Purchases for Clearing		448,411	500,000	550,000
TOTAL COMMODITIES		\$ 600,951	\$ 681,675	\$ 742,075
CAPITAL OUTLAY				

FUND	675	DEPARTMENT	40	DIVISION	900	ACTIVITY	50010/
WORKING CAPITAL		ADMINISTRATION		STORES/ DUPLICATING/MICROFILMING		50020/50040	
WORK PROGRAM							
<p>These services are administered by the Purchasing Division of the Department of Administration as financially self-sustaining operations. The goal of these activities is to promptly provide all departments with office supplies, duplicating services, mailroom service, photocopying and microfilming services at the most economical possible cost. These activities are also responsible for accurately billing individual divisions for appropriate telephone services, photocopying machine usage, and for producing employee photo identification cards.</p> <p>In addition to the employees listed below, this budget funds one-half salary of one Administrative Aide III listed in the Purchasing Division budget.</p>							
POSITION TITLE	EMPLOYEES			1982 EMPLOYMENT RANGE	BUDGET	BUDGET	
	BUDGET 1980	BUDGET 1981	BUDGET 1982		1981	1982	
Micrographics Supervisor	1	1	1	625	\$ 19,364	\$ 21,758	
Print Shop Supervisor	1	1	1	624	18,797	20,676	
Administrative Aide II	2	2	2	623	32,176	35,629	
Printing Press Operator II	1	1	1	620	15,389	16,928	
Printing Press Operator I	1	1	1	619	11,980	13,811	
Clerk II	0	1	1	615	10,427	11,999	
Typist Clerk	<u>1</u>	<u>1</u>	<u>1</u>	614	<u>9,873</u>	<u>10,569</u>	
Subtotal	7	8	8		\$118,006	\$131,370	
Add: Longevity					1,466	1,563	
27th Pay Period					--	5,072	
Amount Charged From:							
Purchasing Division (Stores)					7,497	9,461	
Metropolitan Planning Department (Graphics)					21,057	--	
TOTAL					<u>\$148,026</u>	<u>\$147,466</u>	
Full-Time Equivalent	7	8	8				

FUND 618	DEPARTMENT 70	DIVISION 282	ACTIVITY 50000/ 50100/80000
WORKING CAPITAL	OPERATIONS & MAINTENANCE	FLEET MAINTENANCE	EQUIPMENT MOTOR POOL

EQUIPMENT FUND SUMMARY

	Actual 1980	1981	Estimated 1982
Unencumbered Cash Balance, January 1	\$ 228,416	\$ 383,461	\$ 262,225
<u>REVENUES</u>			
Equipment Rental	\$ 134,040	--	\$1,821,812
Operating and Maintenance	1,004,746	1,465,302	--
Equipment Replacement	299,355	356,510	--
Sale of Services and Supplies	234,575	241,840	550,000
Other	7,420	95,000	53,160
Subtotal	\$1,680,136	\$2,158,652	\$2,424,972
Contingent Revenues	--	408,858	500,000
Total Revenues	\$1,680,136	\$2,567,510	\$2,924,972
TOTAL REVENUES AND CASH BALANCE	\$1,908,552	\$2,950,971	\$3,187,197
<u>EXPENDITURES</u>			
Maintenance Operations (50 000)	\$1,154,879	\$1,274,483	\$1,590,197
Inventory Purchases (80 000)	222,604	366,714	570,000
Equipment Purchases	147,608	638,691	527,000
Subtotal	\$1,525,091	\$2,279,888	\$2,687,197
Contingent Expenditures (50100)	--	408,858	500,000
Total Expenditures	\$1,525,091	\$2,688,746	\$3,187,197
Unencumbered Cash Balance, December 31	\$ 383,461	\$ 262,225	\$ --

NOTE: Estimated 1981 Equipment Purchases shown above represent an increase of \$282,181 from the original adopted 1981 budget.

FUND WORKING CAPITAL	618	DEPARTMENT OPERATIONS & MAINTENANCE	70	DIVISION FLEET MAINTENANCE	282	ACTIVITY EQUIPMENT MOTOR POOL	50000
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BUDGET COMMENTS

The 1982 adopted budget represents an increase of \$498,451 over the 1981 amount, \$170,490 of which is due to a more vigorous equipment replacement program.

Personal Services have increased \$68,021, which includes the one-time cost of the 27th pay period.

Contractual Services have increased \$12,584. Account 295 funds data processing charges.

Commodities have decreased \$17,492, due to the partial conversion to propane as an alternate fuel.

Capital Outlay includes \$527,000 budgeted for replacement vehicles and operating equipment, and \$13,000 for a milling machine to allow manufacturing certain parts.

Inventory (Account 480) has increased \$203,286 due to both increased costs and volume of sales to non-fund activities.

ACCOUNT CLASSIFICATION		ACTUAL 1980	BUDGET 1981	BUDGET 1982
PERSONAL SERVICES				
110 Salaries & Wages		\$ 383,730	\$ 492,664	\$ 560,685
TOTAL PERSONAL SERVICES		\$ 383,730	\$ 492,664	\$ 560,685
CONTRACTUAL SERVICES				
210 Utilities		\$ --	\$ --	\$ --
220 Communications		2,590	5,204	3,500
230 Transportation		291	500	2,000
240 Advertising		6	--	--
250 Insurance		2,874	2,874	--
260 Dues and Subscriptions		13	150	150
270 Professional Services		3,119	--	--
295 Other Contractual Services		19,725	12,335	28,000
TOTAL CONTRACTUAL SERVICES		\$ 28,618	\$ 21,066	\$ 33,650
COMMODITIES				
310 Office Supplies		\$ 3,710	\$ 4,000	\$ 4,000
320 Clothing and Linen		3,306	4,405	4,405
330 Food, Drugs & Chemicals		24	50	--
340 Opr. Supplies - Buildings & Improvements		154	400	400
350 Repair Parts - Buildings & Improvements		88	--	--
360 Operating Supplies - Equipment		282,042	526,691	434,704
370 Repair Parts - Equipment		425,173	353,455	425,000
390 Minor Apparatus and Tools		8,433	5,000	8,000
380 Supplies & Materials - Construction		223	--	--
TOTAL COMMODITIES		\$ 723,153	\$ 894,001	\$ 876,509
CAPITAL OUTLAY				

FUND	618	DEPARTMENT	70	DIVISION	282	ACTIVITY	50000
WORKING CAPITAL		OPERATIONS & MAINTENANCE		FLEET MAINTENANCE		EQUIPMENT MOTOR POOL	
WORK PROGRAM							
<p>This activity purchases, repairs and maintains equipment used by the Operations and Maintenance, and Engineering Departments.</p> <p>Personnel work in three shifts to provide continuous maintenance service and thus maximize equipment in the field. A preventative maintenance program, supported by computerized records for each vehicle, seeks to minimize unscheduled and disruptive equipment downtime.</p> <p>The listing of positions authorized for 1982 reflects a reorganization implemented during mid-1981. The reorganization allowed shifting all night and holiday servicing of the Official Motor Pool vehicles to the Central Maintenance Facility.</p>							
POSITION TITLE		EMPLOYEES			1982 EMPLOYMENT RANGE	BUDGET	BUDGET
		BUDGET 1980	BUDGET 1981	BUDGET 1982		1981	1982
Fleet Maintenance Supervisor		0	0	1	629	\$ --	\$ 26,775
Equipment Maintenance Supervisor		1	1	1	627	24,341	22,905
Chief Mechanic		3	3	2	624	54,654	35,048
Administrative Aide II		1	1	0	--	17,869	--
Automotive Mechanic Supervisor		0	0	4	623	--	72,797
Automotive Mechanic		15	15	11	622	236,051	188,823
Storekeeper III		1	1	1	621	16,168	17,785
Administrative Aide I		0	0	1	620	--	14,011
Storekeeper II		2	2	3	619	26,168	43,740
Account Clerk I		0	1	1	617	10,796	13,132
Automotive Service Worker		6	5	4	616	60,192	52,594
Subtotal		29	29	29		\$446,239	\$487,610
Add: Longevity						3,978	4,638
Shift Differential (2nd)						4,160	4,160
Shift Differential (3rd)						4,992	4,992
Charges--O&M Admin.						17,944	19,605
Charges--OMP						15,351	20,803
Cost of 27th Pay Period						--	18,877
TOTAL						\$492,664	\$560,685
Full-Time Equivalent		29	29	29			

FUND 658	DEPARTMENT 70	DIVISION 282	ACTIVITY 50000/
WORKING CAPITAL	OPERATIONS & MAINTENANCE	FLEET MAINTENANCE	50100/ OFFICIAL MOTOR POOL

OFFICIAL MOTOR POOL FUND SUMMARY

	Actual 1980	1981	Estimated 1982
Unencumbered Cash Balance, January 1	\$ 41,734	\$ 66,130	\$ 66,130
<u>REVENUES</u>			
Rental - Police	\$ 711,040	\$1,179,787	\$1,202,064
Rental - Health and Animal Control	123,795	201,600	161,120
Rental - Other	115,203	250,685	133,559
Subtotal - Rental	\$ 950,038	\$1,632,072	\$1,496,743
Sale of Services and Supplies	\$ 73,418	\$ 116,145	\$ 130,000
Other	74,800	87,443	86,005
Subtotal	\$1,098,256	\$1,835,660	\$1,712,748
Contingent Revenues	--	--	203,424
Total Revenues	\$1,098,256	\$1,835,660	\$1,916,172
Total Revenues and Cash Balance	\$1,139,990	\$1,901,790	\$1,982,302
<u>EXPENDITURES</u>			
Personal Services	\$ 293,582	\$ 288,126	\$ 346,617
Contractual Services	59,112	66,712	73,715
Commodities	614,864	994,554	780,738
Capital Outlay (Replacement Vehicles)	47,289	465,000	553,000
Capital Outlay (Other Equipment)	48,676	8,000	--
Administrative Charge	10,337	13,268	14,595
Reserve for Repairs and Improvements	--	--	10,213
Total Operating Expenditures	\$1,073,860	\$1,835,660	\$1,778,878
Contingent Expenditures (50100)	--	--	203,424
Total Expenditures	\$1,073,860	\$1,835,660	\$1,982,302
Unencumbered Cash Balance, December 31	\$ 66,130	\$ 66,130	\$ --

FUND	658 DEPARTMENT	70 DIVISION	282 ACTIVITY	50000
WORKING CAPITAL	OPERATIONS & MAINTENANCE	FLEET MAINTENANCE	OFFICIAL MOTOR POOL	
<p>The 1982 adopted budget has decreased \$56,782 due to the conversion to propane as an alternate vehicle fuel.</p> <p>BUDGET COMMENTS</p> <p>Personal Services have increased \$58,491, which includes the one-time cost of the 27th pay period, and the cost of two positions that previously were included within the Health Department budget and not included in the OMP rental structure.</p> <p>Contractual Services have increased \$7,003, largely due to the new costs of dedicated telephone lines required for the automated fuel system. Account 295 includes: (1) car washing, \$5,100; (2) debt service, \$35,000; (3) Turnpike fees, \$5,000; (4) computer terminal rental, \$4,500; and (5) data processing charges \$3,300.</p> <p>Commodities have decreased \$213,816 largely due to the conversion to propane as an alternate fuel.</p> <p>Capital Outlay is for the replacement of approximately 70 fleet vehicles.</p>				
ACCOUNT CLASSIFICATION				
			ACTUAL 1980	BUDGET 1981
				BUDGET 1982
PERSONAL SERVICES				
110 Salaries & Wages			\$ 293,582	\$ 288,126
TOTAL PERSONAL SERVICES			\$ 293,582	\$ 288,126
CONTRACTUAL SERVICES				
210 Utilities			\$ 10,921	\$ 8,500
220 Communications			2,461	1,600
230 Transportation			2,406	1,800
240 Advertising			17	100
250 Insurance			2,212	2,212
260 Dues and Subscriptions			133	300
270 Professional Services			200	200
295 Other Contractual Services			40,762	52,000
TOTAL CONTRACTUAL SERVICES			\$ 59,112	\$ 66,712
TOTAL CONTRACTUAL SERVICES			\$ 59,112	\$ 73,715
COMMODITIES				
310 Office Supplies			\$ 2,469	\$ 2,000
320 Clothing and Linen			2,927	2,500
330 Food, Drugs & Chemicals			--	--
340 Opr. Supplies - Buildings & Improvements			84	100
350 Repair Parts - Buildings & Improvements			--	350
360 Operating Supplies - Equipment			530,104	922,004
370 Repair Parts - Equipment			75,923	65,000
390 Minor Apparatus and Tools			2,157	2,500
380 Construction Supplies			1,200	--
395 Other Commodities			--	100
TOTAL COMMODITIES			\$ 614,864	\$ 994,554
CAPITAL OUTLAY				\$ 780,738

FUND 658	DEPARTMENT 70	DIVISION 282	ACTIVITY 50000
WORKING CAPITAL	OPERATIONS & MAINTENANCE	FLEET MAINTENANCE	OFFICIAL MOTOR POOL

WORK PROGRAM

This activity is responsible for the repair, maintenance and management of all Official Motor Pool Vehicles. Largest number of vehicles are assigned to the Police Department (168), the Central Inspection Division (38), and the Health Department (72).

As part of a reorganization affecting this activity the new position of Equipment Maintenance Supervisor has been authorized in place of one Auto Mechanic position, the Account Clerk I position was reclassified to an Administrative Aide I position, and one Automotive Service Worker position was eliminated. A second Automotive Service Worker position was eliminated due to the implementation for 1982 of an automated fueling and fuel accounting system.

POSITION TITLE	EMPLOYEES			1982 EMPLOYMENT RANGE	BUDGET 1981	BUDGET 1982
	BUDGET	BUDGET	BUDGET			
	1980	1981	1982			
Fleet Maintenance Director	0	1	1	633	\$ 26,922	\$ 30,803
Motor Pool Administrator	1	0	0	--	--	--
Equipment Maintenance Supervisor	0	0	1	627	--	22,420
Chief Mechanic	1	1	1	624	18,797	20,677
Auto Mechanic Supervisor	2	2	2	623	34,672	37,086
Auto Mechanic	6	6	5	622	93,469	89,683
Administrative Aide I	0	0	1	620	--	15,796
Storekeeper II	1	1	1	619	13,307	15,356
Auto Mechanic Helper	3	3	3	618	37,676	42,170
Account Clerk I	1	1	0	--	13,307	--
Auto Service Worker	2	2	0	--	23,476	--
Subtotal	17	17	15		\$261,626	\$273,991
Add: Longevity					2,407	2,606
Shift Differential (2nd)					2,288	2,288
Shift Differential (3rd)					728	728
Overtime					1,600	1,600
Charges-Police Dept.					23,076	26,271
Charges-Health Dept.					4,200	39,915
Charges-O&M Admin.					9,662	10,855
Cost of 27th Pay Period					--	10,587
Less: Charges-Equip. Maint.					(15,351)	(20,803)
Charges-Central Maint.					(2,110)	(1,421)
TOTAL					\$288,126	\$346,617
Full-Time Equivalent	17	17	15			

FUND 648	DEPARTMENT 70	DIVISION 282	ACTIVITY 50000
WORKING CAPITAL	OPERATIONS & MAINTENANCE	FLEET MAINTENANCE	CENTRAL MAINTENANCE

CENTRAL MAINTENANCE SERVICES SUMMARY

	Actual 1980	Estimated 1981	Estimated 1982
Unencumbered Cash Balance, January 1	\$ --	\$ --	\$ --
<u>REVENUES</u>			
Central Maintenance Services (Rental)	\$ --	\$270,109	\$247,001
Other	--	--	--
Subtotal	\$ --	\$270,109	\$247,001
Contingent Revenues	\$ --	\$ --	\$ 50,000
TOTAL REVENUES AND CASH BALANCE	\$ --	\$270,109	\$297,001
<u>EXPENDITURES</u>			
Operations	\$ --	\$270,109	\$247,001
Contingent Operations	--	--	50,000
Total Expenditures	\$ --	\$270,109	\$297,001
Unencumbered Cash Balance, December 31	\$ --	\$ --	\$ --

FUND	648	DEPARTMENT	70	DIVISION	282	ACTIVITY	50000
WORKING CAPITAL		OPERATIONS & MAINTENANCE		FLEET MAINTENANCE		CENTRAL MAINTENANCE	

BUDGET COMMENTS

The 1982 adopted budget for this activity shows a decrease of \$23,108 from the 1981 amount, the result of major economy measures taken to reduce utility consumption.

Personal Services have increased \$2,995, which includes the one-time cost of the 27th pay period.

Contractual Services have decreased \$43,532, due to lowered consumption of electricity and natural gas. Account 295 funds contracted custodial services.

Commodities have increased \$14,346, the result of an anticipated increase in required maintenance as the Central Maintenance Facility starts to age.

During 1980 this activity was not yet established as a working capital type activity, and was budgeted within the General Fund. Certain utility expenditures budgeted in this budget in 1981 and 1982 were paid from other budgets in 1980.

ACCOUNT CLASSIFICATION		ACTUAL 1980	BUDGET 1981	BUDGET 1982
PERSONAL SERVICES				
110 Salaries & Wages		\$ 28,569	\$ 38,565	\$ 41,560
TOTAL PERSONAL SERVICES		\$ 28,569	\$ 38,565	\$ 41,560
CONTRACTUAL SERVICES				
210 Utilities		\$ 40,759	\$171,204	\$136,166
220 Communications		876	561	800
230 Transportation		--	--	--
240 Advertising		8	--	--
250 Insurance		3,317	3,317	9,379
260 Dues and Subscriptions		--	--	--
270 Professional Services		425	--	--
295 Other Contractual Services		897	26,795	12,000
TOTAL CONTRACTUAL SERVICES		\$ 46,282	\$201,877	\$158,345
COMMODITIES				
310 Office Supplies		\$ 189	\$ 200	\$ 225
320 Clothing and Linen		75	125	--
330 Food, Drugs & Chemicals		3,646	1,077	2,000
340 Opr. Supplies - Buildings & Improvements		5,424	5,320	2,500
350 Repair Parts - Buildings & Improvements		17,568	11,098	27,500
360 Operating Supplies - Equipment		995	2,225	1,500
370 Repair Parts - Equipment		2,100	2,253	3,000
390 Minor Apparatus and Tools		239	381	300
TOTAL COMMODITIES		\$ 30,236	\$ 22,679	\$ 37,025
CAPITAL OUTLAY				

FUND 648	DEPARTMENT 70	DIVISION 282	ACTIVITY 50000
WORKING CAPITAL	OPERATIONS & MAINTENANCE	FLEET MAINTENANCE	CENTRAL MAINTENANCE

WORK PROGRAM

This activity provides maintenance, repairs, security and other services to the Central Maintenance Facility.

During late 1980 as part of the reorganization of the Former Public Works Department, two positions that previously were included in Street Maintenance were transferred to this activity and this activity was transferred to the new Operations and Maintenance Department's Fleet Maintenance Division.

POSITION TITLE	EMPLOYEES			1982 EMPLOYMENT RANGE	BUDGET 1981	BUDGET 1982
	BUDGET 1980	BUDGET 1981	BUDGET 1982			
Maintenance Mechanic Supervisor	0	1	1	622	\$ 16,612	\$ 18,693
Radio Dispatcher	0	1	1	621	16,168	17,785
Custodial Worker I	2	0	0		--	--
	--	--	--			
Subtotal	2	2	2		\$ 32,780	\$ 36,478
Add: Longevity					914	962
Charges - OMP					2,110	1,421
Charges - O&M Admin.					2,761	1,296
Cost of 27th Pay Period					--	1,403
TOTAL					\$ 38,565	\$ 41,560
Full-Time Equivalent	2	2	2			

FUND	661	DEPARTMENT	26	DIVISION	260	ACTIVITY	50000
WORKING CAPITAL		PARK		EQUIPMENT MAINTENANCE			

PARK EQUIPMENT MAINTENANCE FUND

	Actual 1980	Budget 1981	Budget 1982
<u>Expenditures</u>			
<u>Account Classification</u>			
Personal Services	\$ 30,910	\$ 31,905	\$124,454
Contractual Services	37,060	37,060	51,886
Commodities	188,439	147,500	253,027
Capital Outlay	61,403	70,150	65,000
Sub-Total	\$ 317,812	\$286,615	\$494,367
Add: Contingency	---	2,821	10,000
Purchases for Inventory	4,114	16,000	10,000
Total Expenditures	\$ 321,926	\$305,436	\$514,367

Revenues

Unencumbered Cash Balance Jan. 1	\$ 84,395	\$ 46,687	\$ 1,687
Equipment Rental - Automobiles	23,232	23,400	48,301
Pickups	80,640	86,400	171,223
Trucks	85,860	100,368	173,283
Tractors	64,515	45,288	98,094
Misc. Equip.	1,492	---	---
Interest Earnings	9,641	2,100	3,629
Miscellaneous	2,629	2,880	2,700
Sales of Services & Supplies	9,453	---	9,450
Reimbursed Expenditures	1,141	---	1,000
Sale of Property not useful to city	5,615	---	5,000
Total Revenues	\$284,218	\$260,436	\$512,680
Total Revenues & Cash Balance	\$368,613	\$307,123	\$514,367
Less Expenditures	\$321,926	\$305,436	\$514,367
Unencumbered Cash Balance Dec. 31	\$ 46,687	\$ 1,687	---

FUND	661	DEPARTMENT	26	DIVISION	260	ACTIVITY	50000
WORKING CAPITAL		PARK		EQUIPMENT MAINTENANCE			

BUDGET COMMENTS

The 1982 adopted budget for the Park Equipment Maintenance Fund shows an increase of \$208,931 or 68.4% over the 1981 adopted budget of \$305,436. The increase is due to the reorganization of this working capital fund for 1982 so that all Park equipment maintenance activities are shown within the fund.

The Personal Services category shows a \$92,549 increase because of the transfer of six positions from the Park Maintenance Division budget to this budget.

Contractual Services increased \$14,826 due mainly to budgeting for Central Maintenance Facility rent in account 295. Commodities increased \$105,527 or 71.5%. Line item 360 was increased \$96,085 to provide gas and oil to operate equipment in the various Park Board budgets. Account 370 shows a \$9,026 or 21.5% increase to provide equipment repair parts. The \$65,000 in Capital Outlay is budgeted for replacement equipment (vehicular and operating).

The budgeted equipment rental revenues consist of the following: Planning and Development--\$7,703; Recreation Division--\$3,408; Maintenance Division--\$262,338; Revenue-Producing--\$7,680; Landscape and Forestry--\$156,967; and Golf Courses--\$51,048.

ACCOUNT CLASSIFICATION		ACTUAL 1980	BUDGET 1981	BUDGET 1982
PERSONAL SERVICES				
110 Salaries & Wages		\$ 30,910	\$ 31,905	\$124,454
TOTAL PERSONAL SERVICES		\$ 30,910	\$ 31,905	\$124,454
CONTRACTUAL SERVICES				
210 Utilities		\$ --	\$ --	\$ --
220 Communications		--	--	1,410
230 Transportation		--	--	--
240 Advertising		--	--	--
250 Insurance		37,060	37,060	37,060
260 Dues and Subscriptions		--	--	--
270 Professional Services		--	--	--
295 Other Contractual Services		--	--	13,416
TOTAL CONTRACTUAL SERVICES		\$ 37,060	\$ 37,060	\$ 51,886
COMMODITIES				
310 Office Supplies		\$ --	\$ 50	\$ 50
320 Clothing and Linen		--	100	75
330 Food, Drugs & Chemicals		--	--	--
340 Opr. Supplies - Buildings & Improvements		202	250	791
350 Repair Parts - Buildings & Improvements		--	100	--
360 Operating Supplies - Equipment		142,075	105,000	201,085
370 Repair Parts - Equipment		46,162	42,000	51,026
390 Minor Apparatus and Tools		--	--	--
TOTAL COMMODITIES		\$188,439	\$147,500	\$253,027
CAPITAL OUTLAY				
410 Office Equipment		\$ --	\$ 150	\$ --

FUND	661	DEPARTMENT	26	DIVISION	260	ACTIVITY	50000
	WORKING CAPITAL	PARK		EQUIPMENT MAINTENANCE			
WORK PROGRAM							
<p>This newly reorganized activity is responsible for the maintenance, repair and management of all automotive, heavy duty and auxiliary equipment assigned to divisions within the Park Board system. The activity oversees mechanical maintenance of more than 200 pieces of equipment, including tractors, pickups, vans, graders, hi-loaders, chippers, and mowers.</p> <p>The maintenance program includes not only mechanical maintenance operations but also the fabrication of specialized parts and equipment used in parks.</p>							
POSITION TITLE		EMPLOYEES			1982 EMPLOYMENT RANGE	BUDGET 1981	BUDGET 1982
		BUDGET 1980	BUDGET 1981	BUDGET 1982			
Supt. of Equipment Maintenance		0	0	1	630	\$ --	\$ 27,642
Chief Mechanic		0	0	1	624	--	20,677
Automotive Mechanic		0	0	2	622	--	36,477
Machinist Mechanic		0	0	1	622	--	18,693
Automotive Mechanic Helper		0	0	1	618	--	15,052
		-	-	-			
Subtotal		0	0	6		\$ --	\$118,541
Add: Longevity						--	1,173
27th Pay Period						--	4,740
TOTAL						\$ --	\$124,454
Full-Time Equivalent		0	0	6			

